

Office Memorandum • UNITED STATES GOVERNMENT

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DATE: 10 July 1951

TO : Advisor for Management

FROM : Chief, Administrative Services

SUBJECT: Administrative Services Office T/O

It is requested that the Table of Organization for the Administrative Services Office be revised as follows:

1. REAL ESTATE AND CONSTRUCTION DIVISION

Add:	Civil Engineer	GS-13	each	X
	Architect	GS-13	each	X
	Real Estate Officer	GS-11	each	X

X New Positions

These positions have been informally approved by the Deputy Director (Administration).

2. TRANSPORTATION DIVISION

Travel Branch

Add:	Chief	GS-11	each	x
	Transportation Asst.	GS-7	each	-
	Transportation Clerk	GS-5	each	-

The first position is to be added to provide a slot for the individual who has been serving in that capacity for the past several months. A GS-5 Courier slot is being eliminated to provide for this addition. (See 4 below).

The GS-7 and GS-5 positions were previously requested in my memorandum of 9 March 1951, but were not approved at that time. Authority to recruit personnel to fill these positions is contained in memorandum from the Advisor for Management dated 22 June 1951.

Motor Pool Branch

Add: Truck Driver (Tractor-Trailer) UG-11 each X X -
Type) each X - -
~~Heavy~~ Truck Driver, UG-9

One of the UG-11's and two of the UG-9 positions were authorized by memorandum dated 19 June 1951 (ER 1-8926) from the Assistant Deputy Director (General), subject: Interim Warehouse Facilities. The other [] positions will be required to man the additional truck equipment required to handle the increased tonnage of materials to be transported to ports of embarkation, increased amount of service to local and outlying points, and the pickup and delivery service from and to various manufacturers' plants as required for security reasons. Further

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justification is contained in my memorandum to the Projects Review Committee dated 10 July 1951, copy attached, subject: Requirements for Additional Trucking Equipment.

3. REPRODUCTION DIVISION

"As a result of the recent decision regarding CIA printing, it is requested that the name of this Division be changed to "Printing and Reproduction Division" and that the T/O and organization be changed to appear as follows:"

PRINTING AND REPRODUCTION DIVISION

Chief	GS-14	each	[]	25X1
Assistant Chief	GS-13			
Administrative Assistant	GS-7			
Clerk	GS-3			

PRODUCTION AND CONTROL

Production <i>Control Officer</i> Coordinator (Security Officer)	GS-12	each	[]	25X1
Control Clerk	GS-5			
Clerk	GS-3			

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PHOTOGRAPHY BRANCH

Chief	GS-12	each	[]	ILLEGIB
Assistant Chief	GS-11			

Microfilm Section

Head	GS-7	each	[]	ILLEGIB
Microphotographer	GS-5			
<i>Microphotographer</i> (Microtronic) Operator	GS-4			
Processor Operator <i>Microphotographer</i>	GS-3			
Microphotographer	GS-3			
Photographic Aide <i>Microphotographer</i>	GS-2			

Graphic Photography Section

Head	GS-7	each	[]	ILLEGIB
Photographer	GS-5			
Photographer	GS-4			
Photographer	GS-3			
Photographic Aide	GS-2			

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SECRETPhotocopying Section

Head		GS-5
Photographer <i>Photostat Operator</i>		GS-4
Photostat Operator		GS-3
<i>Photostat</i> Operator		GS-2
Bindery Helper (Trimmer)		UG-5

25X1

each
each
each
each
each

ILLEGIB

Camera and Layout Section

Head	GPO sched.	UG-28
Photographer	GPO sched.	UG-27
Negative Cutter	GPO sched.	UG-22

each
each
each

25X1

Color Section

Photographer (Color)	GPO sched.	UG-22
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each

25X1

PLANT SERVICES BRANCH

Chief		GS-11
Clerk		GS-3

each
each

ILLEGIB

Supply and Services Section

Head		GS-9
<i>Property and</i> Supply Clerk Supervisor		GS-7
Maintenance Man	GPO sched.	UG-10
<i>Plate</i> Grainer Operator	UG-12	UG-11
Messenger		CPC- 13

each
each
each
each
each

25X1

Dissemination Section

Head		GS-7
Mail and File Clerk		GS-5
Clerk		GS-4
Addressing Machine Operator		GS-3
Graphotype Operator		GS-2

each
each
each
each
each

25X1

Bindery Section

Head	GPO sched.	UG-26
Bookbinder	GPO sched.	UG-24
Paper Cutter Operator		UG- 25 14
Folding Machine Operator		UG- 24 12
Bindery Worker	GPO sched.	UG-11

each
each
each
each
each

25X1

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PRINTING BRANCH

Chief	GS-12
Assistant Chief	GS-11

Composition Section

Head	GPO Sched.	UG-27
Linotype Operator	" "	UG-25
Compositor	" "	UG-25
Copy Editor	" "	UG-25
Illustrator		US-6
Varitype Operator (Supervisor)		GS-4
Varitype Operator		GS-3
Editorial Clerk (Proofreader)		GS-3

Printing Section

Head	GPO Sched.	UG-26
Offset Pressman	GPO Sched.	UG-27
Offset Pressman		UG-25
Letter Press Operator	GPO Sched.	UG-27
Offset Press Operator		UG-16
Offset Press Operator		UG-12

Platemaking Section

Platemaker	GPO Sched.	UG-24
Platemaker (Supervisor)		UG-15

Photo-Engraving Section

Head	GPO Sched.	UG-30
Photo-Engraver	GPO Sched.	UG-29

Duplicating Section

Head		UG-18
Offset Press Operator		UG-12
Offset Press Operator		UG-9
Mimeograph Operator		UG-5

Total Printing and Reproduction
Division T/O - - - - -

positions

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4. GENERAL SERVICES DIVISION

Records Management and Distribution Branch

Please refer to my memorandum of 1 May 1951, which request remains the same as of this date, with the following exceptions:

Mail Control Section

Delete:	Courier	GS-5		25X1
	Messenger	CPC-4		

It has been found that we can eliminate these positions, and have therefore used these two slots to provide for the GS-11 Real Estate Officer in the Real Estate and Construction Division and the GS-11 Chief of the Travel Branch, Transportation Division.

When the above revisions are made in the existing T/O, the grand total of the Administrative Services Office T/O will be This, of course, is exclusive of the Machine Records positions authorized in your memorandum of 7 June 1951 to be carried against Personnel Pool slots for the time being.

Attachments (Form 30-20)
(cc Memo to PRC 7-10-51)

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